

INGQUZA HILL LOCAL MUNICIPALITY



POSTS ADVERTISEMENT Bulletin no 02/10/2021

Ingquza Hill Local Municipality (Incorporating **Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancies:

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

- 1. Manager: Strategic Institutional Communications (Five (5) years Performance Based Fixed Term contract) (All-inclusive total cost to company of R919, 649, 07 per Annum REF: 02/10/2021/01**

Requirements

- Matric
- National Diploma or Degree in Communications/ Public Relations
- Computer Literacy
- 5 years relevant experience in Communications / Public Relations
- Valid Driver's License

Key Performance Areas

- Communicating with the immediate superior on specific key performance arrears (Communication, relationship management and strategic events)
- Analyzing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align structures and systems.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment

- The Progress reports for inclusion into the consolidated skill Development Plan of the Department.
- Coordinating the planning, editing, layout and distribution of publications and articles.
- Arranging photo-shoots and or compiling and seeking approval on articles and/ information for inclusion in national, provincial and business print mediums.
- Participating in various meetings, (council, internal and external forums) and providing comments/ opinions on matters affecting or concerning the functionality.

DEPARTMENT: CORPORATE SERVICES

2. Manager: Human Resources (Five (5) years Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649, 07 per Annum REF: 02/10/2021/02

Requirements

- Matric.
- A Degree / National Diploma in Human Resource Management/ Public Admin.
- 5 years relevant experience in Human Resource Management.
- Code B Driving license.

Key Performance Areas

- Managing the Human Resources functionality through the implementation and alignment of policies, procedures , systems and controls
- Developing / Reviewing and facilitating the implementation of the Human Resource Plan for the municipality in order to achieve municipal goals.
- Ensuring that the municipality complies with all applicable statutory legislation e .g **.LRA, BCEA, EEA, SDA, OHSA, etc.**
- Drafting immediate, short term and long term results indicators to address critical human resource needs and intervention for key functional areas within the organization in accordance with statutory legislation (e.g. Employment Equity, Labour Relations, Recruitment & Selection, Organizational Development and Employee Assistance, Occupational Health and Safety, etc.
- Monitoring and guiding performance of all HR Units by ensuring that the SDBIP targets are achieved:
- Preparing and presenting forward plans, interventions designed to drive transformation within the Organisation, and reports, to the Director for Corporate Services.

3. Manager: Admin Support Services (Five (5) years Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649 ,07 per Annum REF: 02/10/2021/03

Requirements

- Matric/ Grade 12.
- National Diploma / B. Degree in Information Technology/ Computer Sciences or equivalent in IT.
- Registration with the relevant professional body, will be an added advantage.
- Valid Code B Driver's License.
- 5 years' relevant experience in Admin Support

Key Performance Areas

- Developing long, short and immediate term objectives and strategies associated with the provision of administrative support to Information Communication Technology.
- Sets out the foundation for formulating and implementing decisions required to manage, control and monitor ICT within the municipality.
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the section.
- Manages the implementation of financial controls/ procedures and provides in Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating record keeping formation to support financial planning.
- Manages and monitors the effectiveness of the implementation of the Auxiliary Services.

DEPARTMENT: TECHNICAL SERVICES

4. Manager: Technical (Five (5) year Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649, 07 Per Annum of REF: 02/10/2021/04

Requirements

- Matric/ Grade 12.

- National Diploma / B. Degree in Engineering Civil/ Building.
- Registration with the relevant professional body, will be an added advantage.
- Valid Code B Driver's License.
- 5 years' relevant experience in Engineering Civil/ Electrical.

Key Performance Areas

- Manages the key performance areas and results indicator associated with the Civil and Buildings Electrical division through the provisional building management service encompassing implementation of Technical procedural in order to ensure implementation of strategic objectives of the IDP.
- Identifies and defines the immediate, short and long term objectives/ plans associated with delivery of a Civil and Building/Electrical Project Manager.
- Responsible for planning civil/ building project and Identifies and defines the Immediate short and long term objectives/ plans associated with the delivery of a Civil Technical and Building Project Management services.
- Control the review and reporting interventions of the Civil/Building and Electrical design, construction and procurement phase.
- Managing outcomes associated with utilization productivity and performance of personnel and responsible for defining for defining/ adjusting the key performance indicator and role boundaries of personnel against service delivery requirements.
- Responsible for financial control and manages capital and operating estimates for the divisions, approves and controls projects expenditure against the budget allocations.
- Monitoring and evaluating the effectiveness and operating of the mechanical, maintenance and repair services.

DEPARTMENT: BUDGET AND TREASURY

- 5. Manager: Financial Planning and Reporting (Five (5) year Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649, 07 Per Annum REF: 02/10/2021/05**

Requirements

- B. Comm. Degree in Accounting/ Accounting Science or equivalent qualification in Accounting
- 5 years relevant experience in local government finance.

- Certificate Programme in Municipal Development (CPMD) or be obtained within 24 months of employment.
- B/EB Driver's License

Key Performance Areas

- Manages the key performance and result indicators associated with the Financial Management & Reporting Division, in order to ensure effective execution of accounting procedures and processes associated with Municipal Accounting in terms of the Municipal Finance Management Act and associated legislative framework.
- Plan and directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the section.
- Reviewing and monitoring financial Guidelines set by National Treasury, and compiling detailed financial reporting on strengths, weaknesses, opportunities and risks arising out of accounting procedures.
- Evaluating Value Added Tax through confirmation of Suppliers VAT information/ status to ensure relevant payment and claims are controlled.
- Plans and monitors the short-medium term objectives and priorities encapsulated in the budget implementation, monitoring and reporting.
- Participating in various meetings internal and external forums and providing comments/ opinions or matters affecting or concerning the functionality and/ or interventions and actions executed to address deviations.
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace, applications and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the Department.

6. Manager: Asset Management (Five (5) year Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919. 649, 07 Per Annum REF: 02/10/2021/06

Requirements

- Matric
- B. Comm. Degree with Accounting as a Major or equivalent
- Valid code B/EB driver's license
- 5 years relevant experience

Key Performance Areas

- Manages applications and procedures associated with the development and maintenance of programmed decision making management tools associated with Asset Management, Performance Management, and Financial Planning.
- Collecting/ collating and analyzing information relating to various asset groups and developing Key Performance Indicators to support the establishment and maintenance of the programme.
- Conducting spot-checks of physical verification exercise to confirm information contained in asset registers relating to position, condition, present value and construction dates.
- Participating in various meetings (inter-departmental, internal and external forum) and providing comments, opinions and advice on matters affecting or concerning the functionality.
- Contributing to the development and alignment of the Asset Management plans for various departments to support the objectives of the Integrated Development Plan and contract determination process.
- Monitoring and approving the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of register and schedules.
- Authorizing requisitions (internal and external), orders and payments.

DEPARTMENT: PLANNING & ECONOMIC DEVELOPMENT

- 7. Manager: IDP & PMS (Five(5) year Performance Based Fixed Term Contract)
(All-inclusive total cost to company of R919, 649, 07 Per Annum of
REF: 02/10/2021/07**

Requirements

- Matric.
- National Diploma or Bachelor Degree in Public Management or Administration or Business Management or Social Science.
- Code B/EB driving license.
- 5 years relevant experience in the local government Public Administration

Key Performance Areas

- Managing development, review, implementation, monitoring evaluation of IDP & PMS.

- Coordinating and scrutinizing feasibility studies and advising on processes and provisioning requirements with respect to prioritizing, budgeting and/ or preparation of Business Plans.
- Advise on the development of SDBIP and its implementation,
- Advise all departments of the municipalities on Performance Management System
- Co-ordinate IGR stakeholders and assist in ensuring the functionality of war rooms in each ward.
- Identifies and defines the immediate short and long-term objectives plans and controls associated with local economic development.
- Controls Key Performance indicator's and outcomes and procedures associated with IDP

8. Manager: Planning & Development (Five (5) year Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649, 07 Per Annum REF:02/10/2021/ 08

Requirements

- B. Degree in Town & Regional Planning
- Registered with a relevant and recognized Town Planning Institution
- Code B/EB Driver's license
- 5 years relevant experience in Town Planning

Key Performance Areas

- Manage the key performance areas and result indicators for the Development Planning & Building control Division.
- Providing support with the compilation of Municipal Integrated Development Plan in line with the IDP of the Municipality.
- Determining Staffing levels and approving motivations for the filling of vacancies to complement and functional objectives and requirements.
- Evaluating the Divisions performance against budget and addressing deviation/ variances with the immediate superior.
- Manage, update and monitor the online Housing needs register of all housing units and prepare funding applications and report.
- Collaborate with all related departments and the Housing Committee.
- Managing and addressing technical issues through the provision of information, advice on support programs.

- Developing an annual property valuation roll-out plan and alignment with the business model that will guide the development of the IDP and reporting.

DEPARTMENT: COMMUNITY SERVICES

- 9. Manager: Public Safety (Five (5) year Performance Based Fixed Term Contract)
(All-inclusive total cost to company of R919, 649, 07 Per Annum REF:02/10/2021/09**

Requirements

- Matric
- Degree Public Administration/ National Diploma in Public Administration
- Traffic Officers Diploma (added advantage)
- Examiner for Driving Licenses Diploma (added advantage)
- Examiner Vehicles Diploma (added advantage)
- Computer Literacy
- Code B/EB driver's License
- 5 years relevant experience in Community safety

Key Performance Areas

- Manages the implementation, monitoring, evaluation and reporting sequences of outcomes in the Public Safety.
- Manages the Public Safety strategy with respect to services delivery, and defines, coordinates, monitors and evaluates the short term plans/ objectives.
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations
- Researching and developing Crime Prevention strategies in view of future crime prevention studies and techniques.
- Managing the human and financial resources for the Division for an effective and efficient utilization of resources through planning and monitoring the budget and cash flow.
- Developing and maintaining implementation of safety and security program to maximize safety standards for the communities.
- Evaluating the adequacy of current Traffic Policies and Procedures, assessing commenting on the need for change and aligning of terms and conditions to best practices, financial requirements and legislation.

Application letter with comprehensive CV, and certified copies of qualifications and Identity Documents, must be addressed to:

The Acting Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810.
Hand delivered applications can be sent to No: 135 Main Street, Flagstaff or no 66 Main Street, Lusikisiki, clearly marked "Application for Employment".

Faxed, emailed or late applications will NOT be accepted and will not be responded to.

Closing date for all applications 19 November 2021

NB. Qualifications checks and practical driving tests where applicable will be done to selected candidates.

If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful.

It is the intention of Ingquza Hill Local Municipality, as an **Affirmative Action Employer**, to promote the interests of previously **disadvantaged groups** when filling the above positions, in line with the municipality's Employment Equity Plan.

Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries contact Mrs. U Nopakela (Human Resources Administration Officer) at 039 253 1568 / 1539/1096 or umbangatha@ihlm.gov.za

**ACTING MUNICIPAL MANAGER
M PINYANA**